AT CLIENT'S COMPANY AS REQUIRED | DURATION : 2 DAYS

# HR FOR NON HR MANAGER

~Let's develop human resources together – the most important asset determining the success and growth of your business!~

You are in a management position, yet not equipped with the essential human resource management skills? Do you often encounter difficulties in:

- Recruiting suitable candidates who possess the necessary skills and qualities for the job?
- Building the development plan for employees and fostering their growth?
- Delegating and supervising effectively to ensure tasks are completed correctly and objectives
- Maintaining employee motivation and retaining key talents?

If you aspire to become a truly successful manager with both comprehensive professional knowledge and human resource management skills, enroll in the "HR Management for Non-HR Managers" course. You will learn essential HR management skills, including recruitment, employee training and development, performance evaluation, and task delegation.

## CONTENT

#### Part 1: Overview of human resource management in the current situation

- Introduction of the current situation and human resource management methods
- Current Human Resource management models
- Trends in Human Resource Management
- Challenges in Human Resource Management and Solutions

#### Part 2: Roles and responsibilities of a manager in human resource management

- Roles and responsibilities of a manager in human resource management
- 3 Roles of a Manager (Work Management, Department/Organization Management, HR Management)
- Required skills and qualities for a manager

#### Part 3: Developing personnel management strategies for the department

- Clarify personnel management strategies
- Plan personnel needs, recruitment, and employee allocation
- Design job descriptions and assign tasks to subordinates
- Assess competencies and categorize employees
- Build career path, train and develop subordinates

## Part 4. Understanding, recruiting, and utilizing human resources

- Effective recruitment process & interview skills to hire suitable candidates
- Techniques to identify potential candidates during interviews
- OEfficient onboarding and training for new employees

## Part 5: Assigning tasks, supervising, and managing department performance

- Task assignment and delegation skills
- Job monitoring and performance assessment skills
- Implementation of the monitoring system
- Performance assessment based on specific criteria/KPI

#### Part 6: Motivation and talent retention methods

- Clarify and categorize employee motivation
- Motivation theories in human resource management
- Managers' actions to motivate employees
- Build an enthusiastic, creative, and inspiring work environment.
- Build a departmental culture to enhance team cohesion and strength

#### Part 7: Summary and Action Plan

XThe above content is subject to change without prior notices



# **OBJECTIVES**



- Managers at different levels from different departments can have a basic understanding of human resources management and its functions
- Understand the roles and responsibilities of a manager in human resources management
- Enhance employee commitment, motivation, and performance through effective guidance, coaching, and delegation

#### TARGET

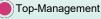


Staff



Middle-Management

First-line Management (



# **METHOD**



30% theory, 70% practice through group discussions, presentations, case studies, role-playing, games, etc.





#### **HCM HEAD OFFICE**

training-vn@aimnext.com

Nam Giao Building 1, 261-263 Phan Xich Long, Cau Kieu Ward, HCM

#### HANOI REPRESENTATIVE OFFICE

Sao Mai Building, No.19 Le Van Luong St., Thanh Xuan Ward, Hanoi